Adding An Additional Review Step
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As an approver you can add additional review steps for an expense report. For example, you might need to forward the report to additional approvers if the expense report amount exceeds your approval limit, or if the report contains allocations to a cost center that is not within your approval authorization.

Before forwarding your report, review the report to be sure all the expenses are correct.

1. On the SAP Concur homepage, click Required Approvals

2. From the Approvals pane you can approve expense reports. However, we recommend that you open the report to view the expense details before approving them. To open an expense report for review, click the Report Name.
3. All your report expenses appear in the Expenses list. If the report contains any exceptions, they will be displayed on the Exceptions section.

4. After you have reviewed the report and are ready to approve it, click Approve & Forward.
5. On the Approve & Forward page, you search for and select an additional approver by entering their name in the User Added Approver field.

6. After you select the additional approver, click Approve & Forward. The expense report is forwarded to the additional approver and it will no longer appear in your list of reports to approve.